



# Training Tips For

Department of Religious Education, Diocese of Erie

#5

May 10, 2011

## Installing and getting familiar with PDS Formation Office

Included with the software you received should have been a booklet "Getting Started Guide". Open the booklet to page 16. In the middle of the page are the instructions - "To install Formation Office". Follow these instructions to install the software. When you get to #6, please note the instructions if you are part of a network.

### What is a network?

If you work at a computer that only you have access to and you do not share information with any other computer, either through wires or a wireless connection then everything is stored on a C drive which is the tower part of your computer hardware. All information sits on this C drive and only the person who is on this specific computer has access to the information. You are NOT networked.

If you are part of a network, which means more than one computer has access to the information, in other words the information is shared, then this information sits on what is called a server, on a drive that is accessible to anyone who needs the information. This is called a network. If you are part of a network at your parish, make sure you do not accept the default settings in instruction #6 and follow the instructions for sharing Formation Office. If you have any problems with installation, use the phone number you have for technical support from PDS, 877-737-4457.

### Where is PDS Office?

Once you have completed the installation process, follow the information below to open the program. Click the following:

**START**  
**ALL PROGRAMS**  
**PDS FORMATION**  
**FORMATION OFFICE**  
**NEXT**  
**OPEN PDS**  
**OPEN FORMATION OFFICE**  
**NEXT** - Put in your license number and fill out the information  
**NEXT** - You will be prompted to select a day for an automatic  
back-up, just pick a day (you can change this later)  
**NEXT**  
**START** and the Program should open.

### How to create a Shortcut Button on your desktop.

Click the following: **START**  
**ALL PROGRAMS**  
**PARISH DATA SYSTEM**  
Right click **FORMATION OFFICE**  
**CREATE SHORTCUT**

An Icon ( the small pictures with words under them) will appear on your desktop, Go to your desktop and double click on this icon and PDS Formation will open.

Now you can begin to get familiar with the program. Check out the tool bar running down the side. If you are part of a network, you may see information—JUST LOOK!!! You do not want to make any changes. Just browse around and see what the screens look like and get familiar with some of the terminology and how things are named.

**PDS  
Formation**